

**BY ORDER OF THE COMMANDER,
SPACE AND MISSILE SYSTEMS CENTER**



**AIR FORCE INSTRUCTION 31-601
SPACE AND MISSILE SYSTEMS CENTER
Supplement 1
12 FEBRUARY 2004**

SECURITY

**INDUSTRIAL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: SMC/ASPI (GS-13 Suzanne Rowland)
Supersedes AFI 31-601, SMC Supplement 1,
dated 20 June 2001

Certified by: SMC/AXP (GS-14 Judy Gonce)
Pages: 3
Distribution: F

This supplements Air Force Instruction (AFI) 31-601, *Industrial Security Program Management*,. Use this supplement with AFSPC 31-601 Supplement 1, 3 February 2003 along with AFD 31-6 *Industrial Security*, 1 April 2000, *AFI 31-601*, Department of Defense (DoD) 5220.22-R, *The Industrial Security Regulation*, 4 December 1985, and DoD 5220.22-M, *National Industrial Security Program Operating Manual*, January 1995. This supplement is applicable to all SMC organizations and SMC supported tenant units.

SUMMARY OF REVISIONS

This change updates paragraphs **1.5.5.1. (Added)**, **1.5.9.**, **1.6.3.4. (Added)**, **1.6.4.4. (Added)**, **1.6.5.1.**, **1.8.1.2.**, **2.1.1.**, **4.2.3.**, **4.3.1.**, **4.3.2.**, **4.5.2.1. (Added)**, 5.1., **7.3.3.**, and **9.1.1.**; adds paragraphs **1.6.3.5. (Added)**, **1.6.5.3.1. (Added)**, **1.7.3. (Added)**, **4.1.2.1. (Added)**, **4.4.3.1. (Added)**, **5.2.4.1. (Added)**, **6.2.1.**, and **9.1.3.1. (Added)**; deletes paragraphs 1.7., 3.1.4., 6.2.2., 6.2.4.5., and 12.1.1. Remove all reference to AFMC.

1.5.5.1. (Added) SMC/IN Special Security Office (SSO) has exclusive security responsibility for all Special Compartmented Information (SCI) and SCI Facilities (SCIF) located on Los Angeles AFB CA and is responsible for providing applicable portions of DD Forms 254, *DoD Contract Security Classification Specification*.

1.5.9. AFI 31-401 designates SMC's Information Security Program Manager (ISPM) as the Director, Acquisition Systems Protection (SMC/AXP) who also performs industrial security oversight of Aerospace Corporation's General Offices in El Segundo, CA.

1.6.3.4. (Added) Contracting officers must ensure before awarding any contract that SMC/AXP reviews and coordinates on all DD Forms 254 to ensure inclusion of proper security requirements. AXP's indorsement will be made in block 13 of DD Forms 254.

1.6.3.5. (Added) Contracting officers will ensure that copies of all signed DD Forms 254, and any subsequent revisions, are distributed to SMC/AXP, the applicable SPO's Acquisition Systems Protection Manager (ASPM) or Unit Security Manager (USM) for oversight during the life of the contract. Additionally, the contracting officer will notify the same when a contract has been changed or completed.

1.6.4.4. (Added) Based on a 1984 Undersecretary of Defense for Policy (USD/P) determination, industrial security oversight of The Aerospace Corporation locations on LAAFB and the Aerospace's General Offices located in El Segundo, CA are performed by SMC/AXP. SMC/AXP's matrixed ASPMs perform day-to-day industrial security oversight of collocated contractors in their areas of responsibility.

1.6.5.1. SMC/AXP is responsible for industrial security oversight of all contractors performing on LAAFB. AXP conducts industrial security reviews in conjunction with SMC/CC's annual Integrated Protection Review, as outlined in SMCPD 90-1.

1.6.5.3.1. (Added) Prior to entering a statement relieving Defense Security Service (DSS) of all oversight and inspection responsibilities in block 15 of the DD 254, contracting officers will obtain SMC/AXP's coordination and approval.

1.7.3. (Added) SMC/PA and the cognizant ASPM or Program Security Manager will always be entered in block 12 of the DD Form 254 for the purpose of coordinating any disclosure of information for public release.

1.8.1.2. For any contractor performing on LAAFB as a visitor group, their home office facility (HOF), upon receiving adverse information or suspicious contact reports from the ISPM, shall include the ISPM in the distribution of any subsequent or additional reporting sent as prescribed by the NISPOM.

2.1.1. With the exception of the Aerospace Corporation, all contractors performing on LAAFB, are categorized as integrated Visitor Groups (VG). Any company desiring a cleared facility on LAAFB must submit a letters to SMC/AXP requesting Facility Clearance (FCL) sponsorship.

4.1.2.1. (Added) SMC/AXP "Guide for DD Form 254 Preparation" is available in the AXP web site.

4.2.3. For all contracts being performed on LAAFB and there is no matrix ASPM assigned, the Contracting Officer will route DD Form 254 for coordination to SMC/IN if either block 10e(1) or (2) are marked YES. SMC/IN's indorsement will be made in block 13.

4.3.1. Subject to SMC/AXP's or the matrix ASPM's review of the initial draft and final DD Form 254, SMC/AXP will indorse the DD Form 254 in block 13.

4.3.2. SMC/AXP will notify matrix ASPMs of due dates for biennial reviews of DD Form 254 who will inturn notify AXP upon completion.

4.3.3. The contracting officer's information and signature is required in block 16a – e. This may be delegated to the assigned ASPM. Once the DD Form 254 has been certified, ASPM shall send a copy to SMC/AXP along with any revision to the DD Form 254.

4.4.3.1. (Added) Always enter SMC/AXP, and SMC/IN if reference block 10(e) has been checked, for "OTHER" in block 17f of the DD Form 254.

4.5.2.1. (Added) The ASPM or SMC/AXP, where an ASPM is not assigned, will ensure the DD 254 includes Visitor Group Security Agreement (VGSA) requirements and that it is forwarded to the contractor's home office facility (HOF). A member of the HOF senior management is to review, sign and return the VGSA within 15 days of its receipt.

5.2.4.1. (Added) Contractor personnel who have attended SMC/AXP's Unit Security Manager (USM) course may be appointed as an Office Security Managers (OSM) or Alternate Unit Security Managers. The ASPM or USM must be a government person (military or civilian).

6.2.1. The ASPM or SMC/AXP will ensure that the contractors conduct a self-inspection mid-way between SMC/AXP's IPRs.

7.3.2. All incoming Visit Authorization Letters (VALs) will be sent to the ASPM/USM of the organization to be visited.

7.3.3. For visits to LAAFB government organizations, VALs are good for the life of the contract with the program manager's approval. Both the sponsoring LAAFB AF activity and the contractor's home office facility (HOF) must maintain VALs on file as long as the contract is in effect. . It is the contractor's responsibility to ensure that their VALs are current. VALs should arrive at the LAAFB government activity to be visited 72 hours prior to the arrival of the contractor personnel.

9.1.1. SMC/AXP conducts oversight responsibility for COMSEC and EMSEC requirements for the Aerospace Corporation in accordance with the NISPOM.

9.1.3.1. (Added) All contractors performing on LAAFB who require access to the SMC computer network must have either a security clearance or a favorably completed National Agency Check (NAC). If only a NAC is required, the request for investigation must be submitted to SMC/AXP personnel security office.

BRIAN A. ARNOLD, Lieutenant General, USAF
Commander